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# Treasury Financial Manual

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**Bulletin No. 2006-08**

**Volume I**

**Retention: July 31, 2007**

**To: Heads of Government Departments, Agencies, and Others Concerned**

**Subject: Yearend Closing**

## **1. Purpose**

This bulletin provides agencies with the procedures for preparing yearend closing reports and other financial reports. It also contains the deadlines by which agencies must submit fiscal 2006 financial data to the Department of the Treasury (Treasury) for timely certification and reporting. (See Attachments 1 and 2.)

## **2. Rescission**

This bulletin rescinds TFM Volume I, Bulletin No. 2005-06: Yearend Closing.

## **3. Submitting Budgetary Yearend Closing Data**

Agencies submit preclosing adjusted trial-balance (ATB) data for fiscal yearend 2006 through the Federal Agencies' Centralized Trial-Balance System (FACTS) II. Agencies will use FACTS II to submit one set of data in the form of U.S. Government Standard General Ledger (USSGL) account balances. See TFM Volume I, Part 2, Chapter 4200, subsection 4250.20, as well as the Office of Management and Budget (OMB) Circular No. A-11, for data agreement requirements. From the FACTS II output, users may print from one set of budgetary data both the Financial Management Service (FMS) 2108: Year-End Closing Statement, and the Standard Form (SF) 133: Report on Budget Execution and Budgetary Resources, reports.

## **4. Final Fiscal 2006 Monthly Treasury Statement (MTS)**

To guarantee the accuracy of budgetary results in the final MTS, agencies must include all previously unreported receipt and expenditure activity on the September 2006 Statement of Transactions (SOT) and/or Statement of Accountability (SOA). If an agency has no transactions, it must submit a "zero report." To ensure consistency between the MTS as well as receipt and outlay data furnished to OMB, Treasury will allow agencies to request adjustments for significant amounts.

## **5. Verifying Agency Location Code (ALC) Information**

The ALC information in Treasury's central accounting system (STAR) is the official agency contact data. Current ALC information is imperative. Agencies with 8-digit ALCs must submit in writing changes to addresses, telephone numbers, or points of contact. Mail or fax these changes, submitted on agency letterhead and signed by an appropriate agency official, to:

Cash Analysis Branch  
 Cash Accounting Division  
 Cash Accounting and Reporting Directorate  
 Governmentwide Accounting  
 Financial Management Service  
 3700 East-West Highway, Room 500E  
 Hyattsville, MD 20782  
 Telephone: 202-874-7980  
 Fax: 202-874-8887

Agencies with 3- or 4-digit ALCs also must submit in writing changes to addresses, telephone numbers, or points of contact. Mail these changes, submitted on agency letterhead with an original signature, to:

Check Reconciliation Branch  
 Financial Processing Division  
 Financial Operations  
 Financial Management Service  
 3700 East-West Highway, Room 709A  
 Hyattsville, MD 20782  
 Telephone: 202-874-8150

## **6. Verifying Accounts Monthly**

Agencies must verify their records each month by comparing them to Treasury-reported transactions, as shown on their Governmentwide Accounting (GWA) Account Statement (Account Summary, Support Listings, Expenditure Activity, Transactions) reports. To gain access to the GWA Account Statement, see paragraph 28. Each agency reconciles these reports with the agency's USSGL account 1010, "Fund Balance With Treasury," and immediately reports questions or differences to the Cash Analysis Branch at 202-874-7980.

The short reporting periods require agencies to minimize errors. Failure to compare agency and Treasury recorded amounts may result in the discovery of errors during budget preparation and Treasury yearend certifications. If OMB, Treasury, or agencies find significant errors, Treasury will attempt to make corrections before publishing the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*.

## **7. Agencies With Budget Clearing Accounts and Statements of Difference**

Agencies must reconcile budget clearing accounts (for example, F3875, F3880, and F3885) and Statements of Difference by the fiscal yearend. On the September 2006 SOT submission, transfer reconciled amounts contained in budget clearing accounts to the proper accounts. The undistributed and deposit reconciliation criterion for large differences for the current month and prior month for September is \$1 million, as outlined in TFM Volume I, Part 2, Chapters 3100 and 3300. Treasury may request classification of large differences and reclassification of amounts in the budget clearing accounts in advance or through additional reports.

## 8. Reporting Collections Credited to Appropriation, Revolving, or Nonrevolving Fund Accounts on FMS 224, FMS 1220, and FMS 1221

Collections credited to appropriation, revolving, or nonrevolving fund accounts are reported in Section I, column 2, of FMS 224, FMS 1220, and FMS 1221. The following types of current fiscal year transactions are the only exceptions in which collections are to be netted against gross disbursements:

- Refunds of payments made in the current year;
- Canceled or returned checks originally issued in the current fiscal year;

AND

- Other corrections of errors made in the current fiscal year.

For instructions on preparing SOTs and/or SOAs, refer to TFM Volume I, Part 2, Chapter 3300 (FMS 224) or Chapter 3100 (FMS 1220).

## 9. Reporting Special and Trust Fund Available Receipts

Special and trust fund available receipt account symbols include a point designation to distinguish between expenditure and receipt accounts. Agencies must report collections (offsetting receipts) for special and trust fund accounts, using the point designation, in column 2 of the SOT. Record outlays in column 3.

Note that special and trust fund accounts involving **transfer departments** have point designations; these accounts are expenditure accounts.

Examples: Offsetting Receipts 20X8102.5      Expenditure with transfer department **69**-20X8102.7

Receipts and outlays are not netted and reported as a single figure. Agencies must include the point designation on the receipt account symbol when reporting receipts. If the agency fails to use the point designation in column 2, it erroneously reports reimbursements that decrease total outlays. Review SOTs to ensure that receipts for special and trust fund accounts appear in column 2 and are complete with the point designation.

## 10. Agencies With Investments

Throughout the year, agencies with investment authority should anticipate upcoming expenses and redeem investments accordingly. The balance of “Investments in Public Debt Securities” as reported on an agency’s SOT must agree with the par value of its investments purchased through the Bureau of the Public Debt (BPD) plus additional Federal securities it acquired on the open market. Report corrections to investment balances on the SOT before yearend. For detailed instructions, see TFM Volume I, Part 2, Chapters 3100, 3300, and 4300.

## 11. Reporting Unrealized Discount on Investments

The unrealized discount subclass (75) provides more accurate disclosure of agency investment holdings when securities are purchased at a discount. The balance of the unrealized discount account should be

negative. Report any corrections to the unrealized discount balance on the SOT before the fiscal yearend. For detailed instructions, see TFM Volume I, Part 2, Chapters 3100, 3300, and 4300.

## **12. Audit of Unclaimed Moneys**

Agencies must review their balances in uninvested trust, deposit, and revolving fund accounts held for more than 1 year to determine if these balances contain moneys held for unknown owners. Transfer balances held for unknown owners to the unclaimed moneys account via the SOT and maintain subsidiary records to support the transfers. Audit the unclaimed moneys account, which should be included in any internal audit program. For detailed instructions, refer to TFM Volume I, Part 6, Chapter 3000.

## **13. Agencies With Allocation (Formerly Transfer Appropriation) Accounts**

Agencies use allocation accounts to receive, and subsequently obligate and disburse, allocations treated as nonexpenditure transactions at the time of allocation. The accounts carry symbols that identify the original appropriation from which the moneys were transferred. Receiving agencies cannot withdraw amounts from transfer appropriation accounts. They must transfer fiscal 2001 funds to the parent account via the GWA System Nonexpenditure Transfer (NET) Application for disposition before yearend closing. An authorized representative from the transferring agency must transmit the NET using the “balance transfer” transfer type in the GWA System NET Application. See paragraph 28 for instructions on gaining access to the GWA System. Address questions to the Budget Reports Division’s (BRD’s) Budget Control Team at 202-874-9870.

## **14. Liquidating Accounts—Pre-Credit Reform**

Agencies should transfer any excess balance from liquidating accounts to the general fund as a capital transfer. These are NETs accomplished by selecting the “capital transfer” transfer type in the GWA System. Each agency must use its 2-digit department prefix for reporting. See paragraph 28 for instructions on gaining access to the GWA System. See TFM Volume I, Part 2, Chapter 4600, for additional information. Address questions to the BRD’s Budget Control Team at 202-874-9870.

## **15. Credit Reform**

Electronically submit fiscal year information by processing an Intra-governmental Payment and Collection (IPAC) transaction in GOALS II charging 20X1880: Credit Reform Interest on Uninvested Funds. Agencies must process all payments by September 30, 2006. In addition, agencies must notify the Credit Accounting Branch in advance via the e-mail address below when the transaction amount is \$100,000 or greater. See TFM Volume I, Bulletin No. 2003-08. Address questions to:

Credit Accounting Branch  
Financial Accounting and Services Division  
Financial Operations  
Financial Management Service  
3700 East-West Highway, Room 622D  
Hyattsville, MD 20782  
Telephone: 202-874-8740  
E-mail address: [credit.accounting@fms.treas.gov](mailto:credit.accounting@fms.treas.gov)

## **16. Borrowing From Treasury (BPD)**

September 30, 2006, falls on a nonbusiness day, which requires exception processing in the central accounting systems. Follow the guidelines below when processing either Non-Credit or Credit Reform transactions this fiscal yearend and note the cutoff dates. If you have any questions, contact the Borrowings Accounting Team at 304-480-7488.

### **GWA Repayment and Borrowing Transactions:**

- Agencies are required to certify repayment transactions that are due September 30, 2006, no later than 3 p.m. eastern standard time (e.s.t.) on Friday, September 29, 2006, with transaction and effective dates of September 29, 2006, in the GWA System.
- Due to system limitations (the GWA System currently does not allow future dating of transactions or Credit Reform borrowings to be dated with an effective date other than October 1 or September 30), Credit Reform program agencies that must borrow to pay interest must certify the GWA borrowing transactions on Saturday, September 30, 2006, or Monday, October 2, 2006, by noon e.s.t. with transaction and effective dates of September 30, 2006.
- Agencies that must borrow due to normal operations for the fiscal year must certify final borrowings in the GWA System no later than Friday, September 29, 2006, by 3 p.m. e.s.t. Credit Reform borrowings, other than for interest, must have an effective date backdated to October 1, 2005. Non-Credit Reform borrowings must have an effective date of September 29, 2006.

### **IPAC Interest Payment Transactions:**

Agencies are required to submit interest payments due on loans from Treasury (BPD) in IPAC on or before Friday, September 29, 2006, by 11:59 p.m. e.s.t. Submit calculations supporting the interest payment to BPD by September 29, 2006, electronically to [borrowings@bpd.treas.gov](mailto:borrowings@bpd.treas.gov) or by fax to 304-480-5176.

## **17. Agencies With Amounts Sequestered Pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985**

Agencies must return amounts in general and revolving fund accounts from offsetting collections authority sequestered pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, to Treasury using the GWA System NET Application. See paragraph 28 for instructions on gaining access to the GWA System. Each agency should use its 2-digit department prefix for reporting. If necessary, request that the BRD's Budget Control Team establish the account. Transmit the SF 1151 by October 3, 2006. For detailed instructions, see TFM Volume I, Part 2, Chapter 2000. Address questions to the BRD's Budget Control Team at 202-874-9870.

## **18. Reconciliation of Obligations**

Before the yearend closing, agencies that have not reviewed their unliquidated obligations during the year must do so. This ensures agencies properly record transactions meeting the criteria of valid obligations set forth in 31 U.S.C. 1501. Retain work papers and records on verifications to facilitate future audits.

## **19. Agencies With Consolidated Working Fund Accounts**

Agencies use consolidated working fund accounts to receive, and subsequently disburse, advance payments from other agencies or bureaus. They credit advances from more than one appropriation, used to procure goods and services from the performing agency using its own facilities within the same fiscal year, to consolidated working fund accounts. Therefore, an agency must not present an unobligated balance on these accounts. Also, to comply with TFM Volume I, Part 2, Chapter 4200, agencies should not withdraw or cancel amounts in consolidated working fund accounts.

## **20. Reporting Requirements for Closing Fiscal 2001 Accounts**

Agencies must close appropriation accounts available for obligation during a definite period on September 30th of the fifth fiscal year after the account's obligation availability ends. Cancel any remaining balances (whether obligated or unobligated) in the account. These balances are unavailable for obligation or expenditure. For fiscal yearend 2006, agencies must cancel amounts representing undisbursed balances in accounts that expired for obligation purposes at the end of fiscal 2001. **The September GWA Account Statement must reflect a positive or zero balance for fiscal 2001 account balances that will be canceled.**

On the fourth-quarter FACTS II submission, before an account will be closed, agencies must present all unobligated and obligated balances, including receivables and payables, as canceled. For further accounting guidance, refer to the USSGL TFM, Section III, Account Transactions, Part F, Yearend Pre-Closing and Closing Entries (see the USSGL Web site at <http://www.fms.treas.gov/ussgl>).

If an agency must liquidate obligations after an account has been closed, it may use up to 1 percent of its current appropriation by reporting a 46 subclass on the SOT or by seeking a reappropriation. Collections received after an account has been closed are deposited in miscellaneous receipts account 3200, "Collection of Receivables from Canceled Accounts."

## **21. Reporting Requirements for Fiscal 2000 and Prior Accounts**

Fiscal 2000 and prior accounts previously have been canceled except in cases where negative balances existed. When clearing these negative balances, close the account on the SOT by bringing the account balance to zero and depositing any excess receipts to miscellaneous receipts account 3200, "Collection of Receivables from Canceled Accounts."

Each agency should use its department prefix for reporting. If necessary, request that the BRD's Budget Control Team, at 202-874-9870, establish the account.

## **22. Reporting Requirements for Extended Authority To Liquidate Obligations**

Agencies must notify the BRD's Budget Control Team in writing of the specific legislation for the account to remain on Treasury's books by October 2, 2006. Refer to TFM Volume 1, Part 2, Chapter 4200, Section 4230 for additional guidance.

## **23. Adjustments to Indefinite Authority**

Refer to TFM Volume 1, Part 2, Chapter 4200, subsection 4225.15c.

## **24. Cancellations of Treasury Appropriation Fund Symbol (TAFS) With Annual, Multiyear, or X-Year Periods of Availability**

Refer to the USSGL Guide to Cancellations for information on canceling TAFS with annual, multiyear, or X-year periods of availability. The guide is available on the USSGL Web site at [www.fms.treas.gov/ussgl](http://www.fms.treas.gov/ussgl) and is included in TFM Volume 1, Part 2, Chapter 4200, Appendix 2.

## **25. Classification Adjustments to Closed Accounts**

Canceled appropriation account balances are not available for obligation or expenditure [31 U.S.C. 1552 (a), 1555]. However, Treasury accepts reporting (1) to correctly classify payments to closed fiscal 2001 accounts previously reported to suspense/clearing accounts or (2) to correct classification errors between current and closed accounts when submitted by the April 2, 2007, deadline. The cumulative adjustment reported against the closed account cannot exceed the available balance remaining in the account at the time it closed.

Submit a written request and a paper copy of the SOT marked “Supplemental” with the report date of September 30, 2006, to:

Monthly Treasury Statement Team  
Budget Reports Division  
Financial and Budget Reports Directorate  
Governmentwide Accounting  
Financial Management Service  
3700 East-West Highway, Room 518D  
Hyattsville, MD 20782  
Telephone: 202-874-9880

The agency will receive notification of the adjustment via the GWA Account Statement. Treasury will not consider requests pertaining to closed fiscal 2001 accounts received after April 2, 2007.

## **26. Adjustments to Yearend Data**

Requests for adjustments will be accepted between October 13, 2006, and October 26, 2006, for inclusion in the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*. For detailed instructions, refer to TFM Volume I, Part 2, Chapter 4200, subsection 4250.30.

## **27. Accessing GOALS II**

Users requesting access to any GOALS II application must submit a GOALS II Enterprise Security Access Administration System (ESAAS) request form to obtain a logon ID and password and/or SecurID card. Users can download the ESAAS request form from the GOALS II Web site at <http://www.fms.treas.gov/goals>. Contact the GWA Customer Assistance Group at 202-874-8270 for further information.

If a user misplaces or forgets the logon ID or password for the GOALS II applications housed on the Internet [Statement of Differences, RFC Agency Link, FACTS I, Governmentwide Financial Report System

(GFRS), Intragovernmental Fiduciary Confirmation System (IFCS), Warrants, or GWA], he or she should contact the GWA Customer Assistance Group at 202-874-8270. Report lost or stolen SecurID cards to the FMS Help Desk at 202-874-4357. To reset passwords and to synchronize SecurID cards, direct calls to the FMS Help Desk.

To return any SecurID card, send the card with a letter from management requesting revocation of the access to the FMS Security Office at:

Data Access Control Division  
IT Security Operations Directorate  
Information Resources  
Financial Management Service  
3700 East-West Highway, Room 269  
Hyattsville, MD 20782  
Telephone: 202-874-4357

To revoke GOALS II access, complete an ESAAS request form for revocation. As stated above, users can download the ESAAS request form from the GOALS II Web site at <http://www.fms.treas.gov/goals>.

## **28. Accessing the GWA System NET Application and Account Statement Module**

To enroll in the GWA System Account Statement Module, users can visit the GWA homepage (<http://fms.treas.gov/gwa>) and click on the enrollment link. To enroll in the GWA System Authority Transaction Module (ATM), which includes the Borrowing from Treasury, Non-Expenditure Transfer, and Warrant Journal Voucher applications, users can visit the same GWA homepage. An “enroll” button also is available on the GWA System logon page (<https://www.gwa.gov>). For either module, GWA System users are required to select the enrollment option and have their request routed to their supervisor for approval. Note that employees will not be able to enroll or make modifications to their access unless their supervisor is already enrolled. Also, users enrolling through this new process will complete the steps necessary to establish answers for authentication questions in the event of forgotten passwords. Once these authentication questions and answers are initially established, users may reset their own passwords by clicking on the “Forgot Password” link on the GWA System logon page.

Current users who were enrolled through the original GWA paper process may not yet have established the authentication questions and answers needed for the “Forgot Password” function. Therefore, these users can go to the Treasury User Provisioning link at <https://ups.twai.gov/TWAIUPS/user/login.jsp>, log in with their current ID and password, and click “Update My Secondary Authentication Answers.” Once this is completed, the user may reset his or her password through the “Forgot Password” link on the GWA System logon page.

This reenrollment process will affect both the NET and Borrowing applications. It is recommended that agencies complete this process no later than August 1, 2006, to ensure a smooth transition to the new environment. Additional information will be available in the coming months.

## **29. Accessing FACTS II**

Refer to TFM Volume 1, Part 2, Chapter 4200, Section 4255.



### 30. FACTS II Revision Period

The primary purpose of the FACTS II revision period is to make FACTS II consistent with amounts in the prior-year column of the Budget. Agencies should use the revision period to correct errors; they should not view the revision period as extra time to verify data. Agencies must provide revisions for both material and nonmaterial amounts. Agencies' senior management and auditors will determine whether revisions will require a restatement of the agency Statement of Budgetary Resources (SBR) or require footnotes to explain the differences in the SBR and FACTS II submissions.

### 31. Agency Submission of Report on Receivables Due From the Public

Use the Report on Receivables Due From the Public to report accounts and loans receivable, including defaulted guaranteed loans due from the public. Submit separate reports for direct loans, defaulted guaranteed loans, and administrative receivables (receivables generated from activities other than direct or defaulted guaranteed loans). All entities with receivable activity must submit a Treasury Report on Receivables (TROR) report at fiscal yearend. The yearend reports are due to Treasury by November 15, 2006, which differs from Treasury's normal quarterly reporting (first, second, and third quarter) for all TROR reporting entities. These quarterly reports are due to Treasury by the 30th day of the month following the close of the quarter.

Submit the Report on Receivables Due from the Public via the Debt Management Information System (DMIS). Contact the DMIS Administrator on 205-912-6205 for information on accessing the system and training. Refer to TFM Volume I, Part 2, Chapter 4100, for instructions on preparing the Report on Receivables Due From the Public and access the TROR instructional workbook on the Debt Management Services Web site at [http://www.fms.treas.gov/debt/dmrpts.html#TROR\\_Instruction](http://www.fms.treas.gov/debt/dmrpts.html#TROR_Instruction).

The submitting agency's CFO or equivalent must **verify and certify all** fourth-quarter (yearend) reports. The verification and certification of the Report on Receivables Due From the Public are due to Treasury by November 15, 2006.

**Verification** of the Report on Receivables Due From the Public means that the report has been reconciled to the agency's audited financial statements or, if not to the audited financial statements, to FACTS I. The verification should state that the information presented in Part I, Section A, Ending Balance-line 7 of the Report on Receivables Due from the Public was reviewed and reconciled to the receivable balances in the agency's Form and Content-Audited Financial Statements, that is, the Balance Sheet and FACTS I. If the report is not reconciled to the Balance Sheet or FACTS I, the verification should state so, with an explanation as to why verification is not possible. Agencies also should disclose the audit opinion of the financial statements or any issues regarding the pertinent accounts.

**Certification** means that the delinquent debt amounts reported on the Report on Receivables Due From the Public for referral to cross-servicing and offset are correct and legally enforceable.

FMS will issue additional instructions for the combined verification and certification process to agency CFOs before the fourth-quarter reporting. For questions regarding the verification and certification of the Report on Receivables Due From the Public, contact:

Agency Support Division  
 Debt Management Services  
 Financial Management Service  
 401 14<sup>th</sup> St. SW., Room 444  
 Washington, DC 20227  
 Telephone: 202-874-6660  
 Fax: 202-874-7494

### **32. Accounting for Treasury Judgment Fund Transactions**

*The Interpretation of Federal Financial Accounting Standards, Interpretation No. 2, Accounting for Treasury Judgment Fund Transactions: An Interpretation of Statements of Federal Financial Accounting Standards Number 4 and Number 5* requires agencies to recognize liabilities and expenses when unfavorable litigation outcomes are probable and the agencies can estimate the amounts. The agency will record an imputed cost and imputed financing source at the time it learns the Judgment Fund will pay the settlement. The entry records both imputed costs and imputed financing sources as Federal transactions ("F" for FACTS purposes) and records the Judgment Fund as the trading partner (20). FMS will record an expense. FMS will notify agencies via the Judgment Fund Web site at <http://www.fms.treas.gov/judgefund> of claims, at the transaction level, that have been approved as appropriate for payment from the Judgment Fund. Agencies should review the amounts approved for subsequent disbursement from the Judgment Fund monthly and especially at yearend.

For information concerning the status of a claim, contact:

Judgment Fund Branch  
 Financial Accounting and Services Division  
 Financial Operations  
 Financial Management Service  
 3700 East-West Highway, Room 6F03  
 Hyattsville, MD 20782  
 Telephone: 202-874-6664

For information concerning the accounting for the Judgment Fund, contact:

Credit Accounting Branch  
 Financial Accounting and Services Division  
 Financial Operations  
 Financial Management Service  
 3700 East-West Highway, Room 622D  
 Hyattsville, MD 20782  
 Telephone: 202-874-8740

### 33. Agency Submission of GFRS and FACTS I Data

The GFRS and the FACTS I are Internet applications on GOALS II. Any user requesting access to GFRS and FACTS I must submit a GOALS II ESAAS request form to obtain a logon ID and password. Users can download the ESAAS request form from the GOALS II Web site at <http://www.fms.treas.gov/goals>. Fax the completed form to the Financial Reports Division (FRD) at 202-874-9907. Processing the access request form and mailing the logon ID and password require significant leadtime; therefore, request a logon ID and password for all users as soon as possible.

Contact FRD for information related to the GFRS and FACTS I roles listed on the ESAAS request form since FRD affords specific privileges to each role. Users requesting to switch GFRS and FACTS I roles must contact FRD for approval and submit an ESAAS request form for processing. If a user misplaces or forgets the logon ID or password, he or she should contact the GWA Customer Assistance Group at 202-874-8270 to request that the ID or password be reset.

The schedule for agency reporting, via the GOALS II GFRS and FACTS I applications, is as follows:

<b>Deadline</b>	<b>Submission and Availability</b>
Aug. 28, 2006	FACTS I Master Appropriation File (MAF) window opens.
Sept. 19, 2006*	FACTS I MAF window closes.
Sept. 11, 2006	GFRS Closing Package data submission window opens.
Sept. 29, 2006	FACTS I reporting window opens for ATBs.
Nov. 15, 2006*	FACTS I reporting window closes for ATBs for nonverifying agencies.
Nov. 15, 2006	GFRS Notes and Other FR Data submissions are due for nonverifying agencies by midnight e.s.t.
Nov. 15, 2006	GFRS Closing Package CFO approval is due for verifying agencies by midnight e.s.t.
Nov. 17, 2006*	Inspector General (IG) opinion is due on the Closing Package, including the Trading Partner Note, for verifying agencies by noon e.s.t.
Nov. 30, 2006*	FACTS I reporting window closes for ATBs for verifying agencies.

\*Represents the “no later than date.” Agencies should submit data as early as possible.

To access the GOALS II logon screen, see the GOALS II/IAS Web site at <http://www.fmsapps.treas.gov/ias>. For information relating to the GOALS II GFRS and FACTS I applications, contact FRD at 202-874-9910. For GOALS II training needs, call the GWA Customer Assistance Group at 202-874-8270.

### **34. Reporting on the Intragovernmental Fiduciary Confirmation System (IFCS)**

The IFCS, an Internet-based application, is the official confirmation system for Federal departments and agencies to confirm and reconcile, on a quarterly basis, their:

- Investment transactions with BPD;
- Borrowing transactions with BPD/Federal Financing Bank (FFB);
- Federal Employees' Compensation Act Transactions with the Department of Labor (DOL);

AND

- Employee Benefit Program transactions with the Office of Personnel Management (OPM).

The GOALS II/IAS Web site address to access the IFCS is <http://www.fmsapps.treas.gov/ias>. Agencies that have not signed up to use the IFCS should contact FRD at 202-874-9910. Agencies must perform the final fiscal yearend 2006 reconciliation by October 19, 2006.

### **35. Schedule for Finalizing Receipts, Outlays, and Financial Reports for Fiscal Year Ended September 30, 2006**

The dates in Attachment 1, unless otherwise indicated, represent the dates reports are due to Treasury. Coordinate reporting to permit agency books to remain open for as long as possible. If reporting by paper copy, allow for sufficient handling or mailing time to meet the prescribed deadlines. Agencies outside the Washington, DC, and metropolitan area use express mail to ensure timely submission. Attachment 2 contains addresses and telephone numbers for indicated offices.

### **36. Cash Forecasting Requirements**

This serves to remind Federal Program Agencies (FPAs) depositing or disbursing \$50 million or more in a single transaction or in multiple transactions of a common nature that, pursuant to Volume I, Part 6, Chapter 8500, they must notify FMS in advance of such transactions for cash forecasting purposes. FMS requires a minimum of 2-business days' notice in advance of the transaction settlement date. For a deposit or disbursement of \$500 million or more, FMS requires a minimum of 5-business days' notice. When an FPA does not provide FMS with advance notice, it must notify the Cash Forecasting Division by telephone as soon as possible but no later than 8:30 a.m., eastern time, on the next business day following the disbursement or deposit.

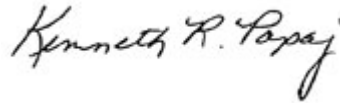
Report cash forecasting information to the FMS Cash Forecasting Division using the following e-mail address, telephone number, and/or fax:

E-mail address: [funds.control@fms.treas.gov](mailto:funds.control@fms.treas.gov)  
 Telephone: 202-874-9789  
 Fax: 202-874-9984 or 202-874-9945

### 37. Inquiries

Direct questions concerning this bulletin or requests for account balance confirmations to:

Budget Reports Division  
Financial and Budget Reports Directorate  
Governmentwide Accounting  
Financial Management Service  
3700 East-West Highway, Room 518D  
Hyattsville, MD 20782  
Telephone: 202-874-9870  
Fax: 202-874-9966

A handwritten signature in black ink that reads "Kenneth R. Papaj". The signature is written in a cursive style with a large, stylized 'K' and 'P'.

Date: July 10, 2006

Kenneth R. Papaj  
Commissioner

Attachments

<b>Items</b>	<b>Submission and Availability Instructions</b>	<b>Deadlines</b>
FACTS I MAF window opens.	Access via GOALS II.	Aug. 28, 2006
GFRS Closing Package data submission window opens.	Access via GOALS II.	Sept. 11, 2006
FACTS I MAF window closes.	Access via GOALS II.	Sept. 19, 2006
FACTS I reporting window opens for ATBs.	Access via GOALS II.	Sept. 29, 2006
Process IPAC transaction requesting interest payment on Credit Reform: Interest on Uninvested Funds.	Access via GOALS II.	Sept. 30, 2006
Sept. 2006 new account symbol requests	Express mail/fax to the Budget Control Team.	Oct. 2, 2006
Sept. 2006 appropriation requests	Express mail/fax to the Budget Control Team.	Oct. 2, 2006
Sept. 2006 GWA System Nonexpenditure Transfer (NET) Authorizations	Transmit via the GWA System NET Application to the Budget Control Team.	Oct. 2, 2006
Sept. 2006 automated FMS 224: Statement of Transactions	Transmit via GOALS II to the Cash Accounting Division.	Oct. 4, 2006
Sept. 2006 FMS 1219 and FMS 1220: Statement of Transactions and Accountability	Transmit via GOALS II to the Cash Accounting Division.	Oct. 4, 2006
Sept. 2006 FMS 1219 and FMS 1220: Statement of Transactions and Accountability (Military)	Transmit via Connect:Direct to the Cash Accounting Division.	Oct. 4, 2006
Sept. 2006 SF 1218 and SF 1221: Statement of Accountability and Transactions (Foreign Service Account)	Transmit via Connect:Direct to the Cash Accounting Division.	Oct. 4, 2006
IFCS window opens for confirmation users to input fiscal yearend 2006 reconciliation.	Access via GOALS II.	Oct. 6, 2006
Sept. 2006 GWA Account Statement	Access via GWA Internet.	No later than Oct. 10, 2006
FACTS II reporting window opens.	Access via FMS Intranet.	2 p.m. e.s.t. Oct. 6, 2006
FACTS II accounts and balances verified by agencies.	Access via FMS Intranet.	Oct. 13, 2006
IFCS window closes for confirmation users to input final fiscal yearend 2006 reconciliation data.	Access via GOALS II.	Oct. 19, 2006
FACTS II reporting window closes.	Access via FMS Intranet.	2 p.m. e.s.t. Oct. 26, 2006

<b>Items</b>	<b>Submission and Availability Instructions</b>	<b>Deadlines</b>
Annual Report on Unfunded Foreign Currency Reservation Accounts (I TFM 2-3200) for Oct. 1, 2005, through Sept. 30, 2006	Express mail to the Accounting and Data Management Division (ADM).	Nov. 15, 2006
Report of Estimated Foreign Currency Collections and Expenditures (I TFM 2-3200) for Oct. 1, 2005, through Sept. 30, 2006	Express mail to ADM.	Nov. 15, 2006
Currencies Purchased From Sources Outside the U.S. Government Cumulative (I TFM 2-3200) for Oct. 1, 2005, through Sept. 30, 2006	Express mail to ADM.	Nov. 15, 2006
Report on Receivables Due From the Public	Transmit via Internet between Oct. 13 and Nov. 15.	Nov. 15, 2006
FACTS I reporting window closes for ATBs for nonverifying agencies.	Access via GOALS II.	No later than midnight e.s.t. Nov. 15, 2006
FACTS II revision window opens.	Access via FMS Intranet.	Nov. 15, 2006
GFRS Notes and Other FR Data submissions are due for nonverifying agencies.	Access via GOALS II.	No later than midnight e.s.t. Nov. 15, 2006
GFRS Closing Package submissions are due for and locked by verifying agencies' preparers.	Access via GOALS II.	No later than Nov. 15, 2006
GFRS Closing Package CFO approval is due for verifying agencies.	Access via GOALS II.	No later than midnight e.s.t. Nov. 15, 2006
Inspector General (IG) opinion is due on the Closing Package, including the Trading Partner Note, for verifying agencies.	Access via GOALS II.	No later than noon e.s.t. Nov. 17, 2006
Chapters of the <i>Combined Statement of Receipts, Outlays, and Balances of the United States Government</i>	The Combined Statement Team will deliver to OMB and agencies via the FMS Web site at <a href="http://www.fms.treas.gov/annualreport">http://www.fms.treas.gov/annualreport</a> .	Starting Nov. 24, 2006
FACTS I reporting window closes for ATBs for verifying agencies.	Access via GOALS II.	No later than midnight e.s.t. Nov. 30, 2006
FACTS II revision window closes.	Access via FMS Intranet.	Dec. 1, 2006
Requests for classification adjustments to closed accounts and supporting statement of transactions	Mail to Budget Reports Division.	Apr. 2, 2007

Treasury will strictly enforce the above dates to permit timely closing of the books and publication of budget results.

## **TREASURY ADDRESSES FOR PAPER COPY YEAREND FINANCIAL REPORTS**

Agencies in the Washington, DC, and metropolitan area should hand carry their reports to Treasury. Agencies outside the Washington, DC, and metropolitan area should use express mail. Express mail is a U.S. Postal Service feature offering guaranteed overnight delivery. Specify the “Post Office to Addressee” option.

Deliver the *Annual Report on Unfunded Foreign Currency Reservation Accounts* and the *Report of Estimated Foreign Currency Collections and Expenditures* to:

Accounting and Data Management Division  
Federal Finance  
Financial Management Service  
401 14<sup>th</sup> Street, SW., LCB 523F  
Washington, DC 20227  
Telephone: 202-874-7994